

## **TREASURER**

Responsible to: Chair

### **Job Description:**

- Manage DAI funds
- Seek new DAI funding opportunities
- Maintain financial records, and prepare financial reports for Executive Committee meetings
- Establish and facilitate adherence with a signing process that meets appropriate legal requirements (per organization structure)
- Work with Idaho Diabetes Program Liaison to prepare annual budget
- Collect dues (if any)
- As needed, work with auditor for routine audits

### **Time Commitment:**

- Approximately 2-4 hours per month
- Attend Executive Committee meetings
- One year availability

### **Qualifications:**

- Ascribe to DAI mission, goals, and bylaws
- Possess professional experience preparing budgets and financial reports
- Possess strong organizational skills
- Proficient in Microsoft Office and general computer skills